

DEPUTY DIRECTOR (Science and Technology)

PERSONNEL
DD/S&T Instruction 20-2

20 November 1963

DD/S&T Career Service Board

Reference: DD/S&T Instruction 20-1, dated 25 September 1963

1. This instruction further outlines functional responsibilities of the Senior DD/S&T Career Service Board.

2. FUNCTIONS

The Senior DD/S&T Career Service Board will:

- a. advise the DD/S&T on career service policy, programs and procedures and monitor their implementation; in this regard, the Senior Career Service Board will furnish policy guidance to the S&T Career Service Panels;
- b. review and recommend action on proposed involuntary separations of S&T personnel and any other proposed adverse actions affecting such personnel;
- c. review and recommend action on nominations to the senior officer schools and the Harvard Advanced Management program;
- d. review and recommend action on nominations to the Agency Midcareer Training Program and monitor the long range training and development of S&T personnel who have attended the six-weeks Midcareer Core Course;
- e. review for final action all requests for external training in excess of 160 hours for personnel in grades GS-13 and higher;
- f. review the qualifications of (and if appropriate, recommend action on) proposed additions to the S&T Career Service (external recruitment and internal transfers) in grades GS-14 and higher;
- g. review and recommend action on all assignments to Scientific Pay Schedule (SPS) positions;
- h. review and recommend action on promotions to GS-15 and higher;


~~SECRET~~
PERSONNEL

DD/S&T Instruction 20-2

-2-

- i. review and recommend action on requests for two-grade promotions;
- j. review and recommend action on nominations for Agency and Federal Honor and Merit Awards;
- k. review requests for transfers to other Agency components involving a change in Career Service designation;
- l. review and recommend action on assignments to such overseas positions as the Board may specify; and
- m. perform such other functions as the DD/S&T may direct; in this regard, the Senior Career Service Board is authorized to establish ad hoc committees to assist in studies of broad-gauge personnel problems within the S&T Career Service.

3. Actions covered by the above provision will be forwarded to the DD/S&T Career Service Board following appropriate action by the several Office Career Service Panels. In addition, one copy of the minutes of all Office Career Service Panel meetings will be furnished the Executive Secretary of the DD/S&T Career Service Board for information and retention.


ALBERT D. WHEELON
Deputy Director
(Science and Technology)

25X1A9a

Distribution: AB

~~SECRET~~
Group I - Excluded from
automatic downgrading
and declassification.